



## North East Valley Community Rooms Conditions of Community Use of Community Rooms

### 1. Bookings:

Bookings are to be made through the School Office.

A reservation booking form is kept in the Office, from where rentals are collected and the key code is advised.

### 2. Fee:

|                                |                  |
|--------------------------------|------------------|
| 2.1 Fred Hollows Meeting Room: | \$23.00 per hour |
| 2.2 Te Putake Meeting Room:    | \$23.00 per hour |
| 2.3 The Clinic Room:           | \$11.50 per hour |

2.4 Non profit making community groups: \$10 per hour.

NB: Rentals will generally be paid when booking, and a bond of up to \$100.00 may be requested prior to rental.

### 3. Care of Facilities:

- The booking applicant must be present in the area hired at all times, and accept responsibility for the safe usage of the facilities. (NB: The entry key code must not be given to any other person).
- All damage or loss must be reported.
- The use of alcohol will be negotiated according to the type of function, and licensing laws.
- All lights and heaters must be turned off before leaving.
- All doors and windows must be secure before leaving.
- Kitchen and toilet spaces are to be left in a clean and tidy state.
- All rubbish/recycling must be removed.
- If furniture or chairs are moved, they must be returned to the original location.
- All hazards must be reported to the NEV Community Development Project.

### 4. Damage to Area/Equipment:

Users must agree to make good repairs to/replacement of property damaged during the period of use. Please report any damage to the NEV Community Development Project.

### 5. Important:

- The school and the Project reserve the right to refuse entry.

### Contact:

For bookings & payments  
North East Valley Normal School  
248 North Road  
North East Valley  
Dunedin 9010  
Ph 473 8246  
Email: [office@nevn.school.nz](mailto:office@nevn.school.nz)

Community Room day-to-day operations  
NEV Community Development Project  
262 North Road  
North East Valley  
Dunedin 9010  
Ph 473 8614  
Email: [project@northeastvalley.org](mailto:project@northeastvalley.org)